

Tadworth Primary School



Parent Handbook

This handbook offers an overview of key information regarding our school.

The contents relate to the operation of the school pre/post-pandemic.
For more information regarding our COVID procedures, which override some aspects of what is recorded here, please follow the relevant link on our website.

The handbook is reviewed annually.

This version: May 2021

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Access to the school site

At the start and end of the school day, parents and children can come onto the school site via the front entrance or the alleyway on Tadorne Road. Reception children access their classrooms via the wooden gates to the left of the front reception office. During the school day, all visitors must report to the front office as the alleyway and side gates will be locked.

The school day

Children go into their classrooms at 8.45am and parents and children may come onsite from this time. Parents are responsible for their children until they have gone into their classrooms. Reception, Year 1 or 2 children must be with a responsible adult until they go into their classrooms.

8.45am	Children go into their classrooms
9.00am	Morning registration
10.25 – 10.45am	Morning break – comprising of a 10 minute playtime and 10 minute fruit and water break
11.50 – 1.00pm	Staggered lunchtime and playtime
1.00 – 1.15pm	Settling time ready for the afternoon session – story time in many classes
1.15pm	Afternoon registration
3.20pm	School day end for the children

We are no longer operating a staggered start and end to the school day.

The times shown below are therefore applicable to *all* children.

Start of the day – The school gates will open at 8.45am. On arrival at school, the children should go straight to their classrooms. **All children must be in class by 9am when the register will be taken.**

Children in Reception, Year 1 and Year 2 **must** be taken to their classrooms by a responsible adult.

Children in Years 3 – 6 are allowed to make their own way to their classrooms provided they do so sensibly and responsibly.

In order to keep the site secure, the gates will be locked shortly after 9am so parents are asked to leave the school promptly after delivering their children to the relevant classroom/building.

End of the day - The school day ends at 3.20pm. The gates will be opened to parents/carers at approximately 3.15pm.

- Children in Reception, Year 1 and Year 2 **must** be collected from the classroom by a responsible adult.
- Children in Year 3 will be brought down by a member of staff to the covered area between the hall and our new building where they must be collected by an adult.
- Children in Year 4 should be collected from the Key Stage 2 playground. Teachers will inform parents during the term of any changes to this arrangement.
- Parents of children in Years 5 and 6 are responsible for agreeing with their son/daughter where they will meet them at the end of the school day – this could be on the Key Stage 2 playground or somewhere off site (e.g. end of the alleyway).

If you are delayed, please inform school as soon as possible. It can be very upsetting for a tired, very young child not to find their adult waiting for them. Please make sure the school always has up-to-date contact details.

Should you need to collect your child during the school day please come to the front office.

Drop off system

To help ease congestion in the local area, we operate a drop off system in the morning for parents of children in Key Stage 2 (Years 3 – 6). Parents of children in these year groups can drive onsite and drop their children off by our mini-roundabout.

N.B. The front gates are sometimes closed to vehicles – e.g. if we have a coach on site. We will endeavour to notify parents, in advance, either via a message on our app or e-mail when the gates are going to be closed so that parents can make alternative arrangements.

Parking

In order to help keep everyone in our community safe, we ask that all parents park legally and responsibly in the local area. Parking is limited around the school and parents should take this into consideration when planning for drop off and pick up of their children. **The staff carpark is only for use by staff and blue badge holders***.

**We have two blue badge spaces which parents/visitors are welcome to use provided they have a blue badge displayed on their dashboard and are using the space for access. If the two bays are taken we would ask that parents park off-site. There are road markings around the school which blue badge holders can park on for up-to three hours.*

Attendance

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities
- try to ensure that their child arrives at school punctually and prepared for the school day
- try to ensure that they contact the school before 9.30am in the event of absence, on each day the child is absent or, if known in advance, whenever their child is unable to attend school

Punctuality/lateness

It is crucial that children arrive at school on time for registration at the beginning of the day. Registration takes place at 9.00am and pupils who arrive after this time will be recorded as late to school.

Registers close at 09.30 and after this lateness is recorded as an unauthorised absence (this could lead to prosecution by the local authority if the problem persists).

Requests for leave of absence

We believe that holidays taken during term time are disruptive and can seriously affect a child's education. Absence requests, which should where possible be made four weeks in advance, will only be authorised in exceptional circumstances and by prior agreement with the Headteacher. If parents need to take their child out of school during term time for any reason (including events such as a music/drama/sports/exams or competitions) a permission form, available from the school, should be completed.

More detailed information regarding attendance can be found in our Attendance Policy available from our school's website.

Medical conditions and illness

It is essential that parents inform school of any medical condition that their child has. This may be via the 'New student form' that parents complete when their child starts at our school or by contacting our school's welfare assistant. Generally, the administration of medicines is the responsibility of parents. However, on occasions there is a need for medication to be administered during the school day. Please speak to the welfare assistant for further advice or refer to our school policy on supporting children with medical conditions.

If medication is required to be administered by school staff then a Child Medication Request form, available on our website, must be completed and handed to the welfare assistant by an adult with the medication. Parents must not send their child in with any medication that their child keeps themselves or stores in their bag without prior permission from the school.

Parents are asked to keep children at home if they have a high temperature or are unwell and telephone the school before 9.30am to inform us of your child's absence.

Children who suffer sickness or diarrhoea should be kept off school for 48 hours from the last incidence in order to avoid spreading any infection.

We ask parents to inform the school of the symptoms for any illness - especially if the illness could be contagious/infectious - so that we can inform and protect any child or member of staff who could be particularly at risk from the illness.

Illness and emergencies during the school day

The school employs a welfare assistant who is responsible for overseeing and supporting staff with the welfare of the children. If children are not well they will be taken to the welfare office. If necessary, parents will be contacted. All parents are asked to ensure that the school has an up to date contact number for use in such emergencies.

School lunches

'Tadworth Treats' is the name of our catering team. All meals are prepared on the premises by our own staff and provide a nutritionally balanced lunch which is popular with the children. All children in KS1 (Reception, Year 1 and Year 2 classes) are eligible for a free school meal. We encourage families to take advantage of this opportunity for children to eat a balanced meal at school each day. The majority of dietary requirements can be met by our catering team. However, if any parent is in any doubt, they can speak with the catering manager. More details regarding Tadworth Treats, including the menu (which is run on a three-weekly rotation) is available on our website and attached to our newsletter (Tadworth Times).

Packed lunches and 'water only' school

We hope that all of the children will have a school dinner, however, if you decide your child would prefer a home packed lunch, it needs to provide a healthy and balanced diet. We do not allow chocolate or sweets to be part of a home packed lunch, however, a chocolate covered biscuit is allowed. Menu suggestions for healthy home packed lunches are available on the government website.

As an allergy aware school, we endeavor to be 'nut free' and therefore have a 'no nuts' policy when it comes to food brought into school (which includes peanut butter sandwiches). If possible, please include an ice-pack in lunchboxes to help keep the contents cool, especially in the summer.

Tadworth Primary is a '**water only**' school. Children are encouraged to drink water regularly and we have invested in water coolers around the school. The reasons for this are as follows:

- The health benefits of drinking water
- If drinks are brought in lunch boxes/bags and leaks occur where they are stored, this can end up all over other children's lunch boxes
- Squash/juice based drinks, if spilt, cause a sticky mess which in turn attracts ants and attracts wasps in the summer months
- School Dinner children are provided with water only and to allow packed lunch children something different would seem somewhat unfair. Please note that milk is also offered to children in Reception as part of the government scheme.

For a very small number of children, exceptions may be made to our 'water only' rule. This would normally be for medical reasons but these would be considered on a case-by-case basis and in discussion with our welfare assistant.

Healthy snack for morning break

Children in KS1 receive a daily piece of fruit, which is funded by the Government, for their first three years of Primary school. Parents may also like to provide an extra piece of fruit/healthy snack (**no nuts**) which their child can have instead of, or as well as, a piece of school fruit. Please ensure this is named. Children need to bring in

a named water bottle, which should only contain water and can be refilled in school whenever necessary. Children in KS2 can bring in a piece of fruit to eat at snack time if they wish.

Partnership with parents

At Tadworth Primary, we pride ourselves on having a strong partnership with parents. We are fortunate as a school to have many parents and volunteers offering their time to help out assisting the school in a wide variety of tasks. All our parent helpers/volunteers complete a DBS (Disclosure and Barring Service) check and have an induction briefing delivered by a member of staff prior to coming into school to help.

We have an active Parent Teacher Association (PTA) who raise substantial funds each year to support improvement projects. The school values this help enormously.

Two parents' evenings are held each year. The first, in the autumn term, is an opportunity to find out how your child has settled in and to discuss areas for development. In the spring term, there is an opportunity for you to meet with the class teacher for a more in-depth discussion about your child's progress. In addition to these, an open evening is held towards the end of the summer term when all parents/carers are invited into school with their child(ren) to look at their work and visit their new classroom for the following September.

In the summer term, teachers write a comprehensive school report for each child.

It is our policy to be available to parents as far as is practicable. If parents have a concern, we would encourage them to come into school to discuss it with us. Class teachers are available to parents at the beginning (before 8.50am) and end (after 3.30pm) of the school day to deal with simple issues. Should a lengthier discussion be necessary, parents are encouraged to make an appointment either directly with the class teacher or via the front office.

At regular intervals, we ask parents to complete a questionnaire about various aspects of our school. The results are used to help us to evaluate our effectiveness and inform future direction.

If at any time a parent is not satisfied with how a matter has been managed we follow the Surrey Guidelines for dealing with parental concerns, a copy of which is available on our website or from school.

Tadworth Times (TT) – school newsletter

Our weekly newsletter, Tadworth Times, is produced every Friday and an email link is sent out which takes you straight to that week's issue. Please ensure we have an

up-to-date email address to enable us to communicate as agreed. Paper copies of the newsletter can be provided on request and are available from the Front Reception desk. We also have a school app which can be downloaded. A link to the app is provided from the school website or alternatively, you can search for it on your device. We encourage parents to read the TT as it is a good way of keeping up to date with what is going on at our school.

Online payments

We have an online system for payments e.g. for school trips etc. Confidential log-in details will be issued once your child has started at school. More information can be found from our website at: <https://www.tadworthps.surrey.sch.uk/Parents/Online-Payments/>

School uniform and appearance policy

We believe that school uniform plays a valuable role in contributing to the ethos of our school. The aim of our school uniform is to present a smart appearance which promotes a sense of belonging and pride in our school.

Boys and Girls:

Blue polo shirt or blue button up shirt. From Year 3 onwards only button up shirts are allowed

Smart black school shoes (**no** trainers) which offer suitable support for playtime and running around the playground

Tadworth reversible fleece/water resistant coats are also available if parents wish to purchase them *

Girls:

Grey pinafore dress or skirt (knee length) or grey school regulation trousers

Bottle green school sweatshirt or cardigan with Tadworth badge *

Black or grey tights

Girls (Summer Uniform - optional):

Green/white check school summer dress

White socks

Boys:

Grey long or short trousers

Bottle green school sweatshirt with Tadworth badge *

Grey socks

PE Kits for boys and girls:

Green school PE polo shirt with Tadworth logo *

White shorts

School tracksuit *

Trainers—These are worn for outdoor PE so should be comfortable and durable

Green Tadworth PE Bag †

Hairstyling:

Hairstyling: Shoulder length/long hair must be tied back using a **plain** dark green hairband or summer dress

material scrunchie, or bobble (no big bows)

Hair should be no shorter than grade 3 and no 'shaved-in' designs

Earrings:

No jewellery in school except for basic watches which are worn at the owner's own risk

No child is to wear earrings of any sort in school. If they do, they will not be able to

participate in any outside or sport-related activity for health and safety reasons

Coats, Bags, Water bottles:

Road safety organisations recommend that children wear bright coats to travel to and from school to ensure maximum visibility. In order to maintain a smart appearance please avoid coats with overpowering logos.

Children from Yr R to Yr 2 must have a Tadworth Book Bag †. Water bottles are also available †.

Other:

Tattoos, transfers and nail polish must not be worn in school

Items marked * are only available from Stevensons. (Epsom Store or online <https://www.stevensons.co.uk>)

Items marked † are only available from school.

All items should be clearly named please including vests, socks and shoes.
If you are in any doubt over the school's expectations with regards to any aspect of our Uniform and Appearance Policy, please speak to the school before making any decisions.

Mobile phones

We recognise that parents may sometimes, for safety reasons, wish for their son/daughter to bring a mobile phone into school. This will only be allowed for children in Years 5 and 6. Phones must not be brought into school until the child's class teacher has a completed signed form which can be found from the school's website.

Guidance for parents on the taking of photos or filming in school

Tadworth Primary School recognises that parents who attend school events, such as plays or sports days, like to capture special moments in photos or on video. Parents are permitted to take photographs and/or make videos at Tadworth Primary School events where they have been invited to attend by the school.

Parents must adhere to the following guidance at all times when using photographic/videoing equipment at Tadworth Primary School events:

- Photographs and video captured at school events by parents is for personal use only.
- Photographs and video taken at school events, which include children other than your own or adults, must not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website without their prior consent. While Tadworth Primary School recognises the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety.
- Parents must not sell or distribute by any other means photographs or video taken at Tadworth Primary School events.
- Members of staff at Tadworth Primary School reserve the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to the children. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request. They may also be asked to delete any images captured.
- Parents may only take photographs/video in the designated areas as set out by the school.
- Parents must not take photographs in sensitive areas such as toilets or changing rooms at any time.
- Parents are required to follow additional guidance in event specific programmes and must adhere to any announcements made by the school as to when photography and videoing are **not** permitted.

Special School Fund (SSF)

Our children benefit from some excellent facilities and generous allocations of additional adult support. We are keen to provide high quality resources across the whole curriculum, ensuring that children here have access to an excellent, well-resourced education full of memorable experiences. Giving children access to the right opportunities and providing high quality resources makes a real difference to their progress. Our parents play a big part in helping us to create an environment and an education which promotes and supports learning in exciting ways.

The realities of funding for schools

Each year we identify essentials which the school can afford to provide from the main budget and other funds direct from government sources. Then we identify projects for which we can seek sponsorship or make use of donations.

Special School Fund

Many of the developments that we have been able to make in and around school have either directly or indirectly been possible as a result of donations to the Special School Fund. Many parents at Tadworth already contribute voluntarily to the fund through monthly standing order contributions - the amount given, is up to the individual. Our PTA also works hard to fundraise for specific projects. The support of parents has been invaluable and has sustained the school in growing and developing.

If each family donated £5.00 per child per month, with gift aid, we would be provided with an additional income of over £20,000 a year.

We have in recent years used the funding that the SSF has generated to support computing at Tadworth. As you can imagine, keeping up-to-date with technology costs a significant amount of money. We are keen to offer more than just the bare minimum to our children who are growing up in a digital age. Whilst we will continue to focus on basic skills too, including encouraging children to develop a love of reading, we also want the children to be highly skilled in their use of computers.

Confidentiality

The names of contributing families and the amounts of individual contributions are kept completely confidential.

If you would like to contribute to the Special School Fund, please complete the form which is available on our website together with the Gift Aid form, where appropriate.

Safeguarding children at Tadworth Primary School

This school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus and on our website. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the policy which is on the website or available in paper form, on request, from the front office.

Sometimes we may need to share information with other agencies when there are concerns about a child's welfare. We will ensure that concerns about pupils are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads (DSLs) are:



Justin Kelly – Headteacher



Fiona Prophet – Deputy Headteacher

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible and on the same day. Do not conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) and they will consider what action to take.

Privacy notice

Why do we collect and use pupil information?

We collect and use pupil information under the basis that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, periods of exclusion)
- Parental and emergency contact details
- Assessment information
- Relevant medical information
- Special education needs and behavioural information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the period the pupil is enrolled at the school and for a period of three years after they have left the setting.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS School Nursing Team

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance
-

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data

- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer by email to: DPO@tadworthps.surrey.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

The School Office at info@tadworthps.surrey.sch.uk or

Data Protection Officer at DPO@tadworthps.surrey.sch.uk

△ Attendance information is not collected for children under 5 at Early Years Settings or Maintained Schools

Links to useful forms/documents which have been referred to in this handbook

Link to	Hyperlink
Attendance policy	https://www.tadworthps.surrey.sch.uk/About-Our-School/Policiesv2/Policies/Attendance_Policy_STA.pdf
Requests for leave of absence form	https://www.tadworthps.surrey.sch.uk/Parents/Requests-for-Leave-of-Absence/Absence_Request_Form.pdf
Pupil medication request form	https://www.tadworthps.surrey.sch.uk/Parents/Pupil-Medication-Request/PUPIL_MEDICATION_REQUEST.pdf
School uniform supplier	https://www.stevensons.co.uk/schools/tadworth-primary-school-tadworth/637
Mobile phone permission form	https://www.tadworthps.surrey.sch.uk/Parents/Mobile-Phones-in-School/Mobile_phone_permission.pdf
Special School Fund (SSF)	https://www.tadworthps.surrey.sch.uk/Parents/Special-School-Fund/
Child Protection and Safeguarding Policy	https://www.tadworthps.surrey.sch.uk/docs/Child_Protection_and_Safeguarding_Policy_Summer_2020.pdf
School policies	https://www.tadworthps.surrey.sch.uk/About-Our-School/Policiesv2/
Tadworth Mobile App	https://www.tadworthps.surrey.sch.uk/Tadworth-Mobile-app/
Data Protection	https://www.tadworthps.surrey.sch.uk/DataProtection/Data-Protection/
DBS checks	https://www.tadworthps.surrey.sch.uk/DataProtection/Data-Protection/